

Applications due by 5pm EST, September 6th, 2013



Title

Executive Director

Reports to

Board of Directors

Summary

Fair Food Matters currently operates the following programs:

- **Can Do Kitchen** - A commercial kitchen and food business incubator providing a low-risk environment in which entrepreneurs can test product ideas and commitment to business ownership. The kitchen is also available for rent by cooking class instructors.
- **Douglass Farmer's Market** - The newest farmers' market in Kalamazoo and part of our work to address systemic disparities in healthy food access.
- **Growing Matters Garden** - Students at Woodward Elementary learn how to grow and prepare healthy snacks through full-class instruction in the Roots of Knowledge Garden.
- **Southwest Michigan Community Harvest Fest** - An annual event that celebrates local food and sustainability with a focus on access to a wider audience.
- **Good Food Kalamazoo** - A collaboration that works to empower and engage our community to provide itself with food that is healthy, green, fair, and affordable.
- **Common Ground** - A collaborative project to support community gardens throughout Kalamazoo County, by providing resources and training, with an emphasis on increasing healthy food access.

This position oversees the operational side of the organization and works to ensure it achieves the mission of the organization. The general role of the executive director is:

- To provide oversight and leadership in a manner consistent with the mission and vision of the organization
- To enable the Board to fulfill its governance function
- To enable the organization to achieve clearly defined strategic goals and objectives
- To serve as a liaison between board and staff members

This is a year-round, full-time position. Occasional evening and weekend work is required.

Employee will attend a 2.5-day workshop facilitated by Eliminating Racism and

Claiming/Celebrating Equality within six months of hire date.

Duties and responsibilities

1. **Strategic Management** - Monitors the quality and impact of programming to ensure that the meet the strategic goals of the organization; in conjunction with the Board, develops and implements a strategic plan; ensures programs and projects meet community needs while acting within the capacity of the organization.

2. **Financial Management** – Manages the organization’s resources and assets to ensure a balanced budget and sound fiscal management; provides periodic reports to the Board as requested, works with program managers to prepare the annual budget for Board approval.
3. **Fundraising** – Identifies and manages fundraising and grant opportunities consistent with the strategic goals and objectives of the organization; creates annual fund development plan that identifies resource requirements, funding sources and fundraising strategies; manages fundraising records and documentation; secures sufficient funding to meet goals and objectives of organization.
4. **Human Resource Management** – Functions as a positive role model for permanent and volunteer staff; encourages staff development; delegates effectively; develops policies and procedures that conform to current laws and regulations; formal evaluation of staff conducted in a timely manner consistent with policies and procedures.
5. **Community & Public Relations** – Functions as the primary spokesperson for the organization; assures the organization’s leadership and its mission, programs, products, and services are consistently presented in a professional and positive manner; creates and utilizes annual marketing plan; identifies, encourages and maintains stakeholder relationships.
6. **Board Linkage** – Submits monthly organizational progress report to board; makes sound recommendations for Board participation and action; supports and accepts Board evaluation and feedback.

Experience and Skills

Required:

- Non-profit administration
- Public speaking
- Marketing and promotion
- Large scale fundraising (including writing and procuring grants)
- Financial management
- Staff and volunteer management
- Project management and oversight

Desired:

- Proficiency in Microsoft Office, Quickbooks, Giftworks, basic html
- Prior experience working within food systems

Personal qualities

Approachable, charismatic with a strong commitment to healthy, sustainable food systems and social justice

Openness to learning about and implementing anti-racist/anti-discrimination practices

A desire to interact frequently with people

Ability to proactively design and implement creative solutions

Ability to work independently and as part of a team

Organized and detail-oriented

Excellent verbal and written communication skills

Ability to effectively engage community partners

Compensation

\$41,000+/- based on experience upon successful completion of 90-day probationary period and 3% health reimbursement (contingent on pending funds)

Fair Food Matters is a 501(c)(3) non-profit corporation whose mission is to improve access to healthy, local foods by educating, connecting and empowering the Kalamazoo community. More information is available online at www.fairfoodmatters.org.

Fair Food Matters is an equal opportunity employer.

To Apply: Please submit cover letter, resume, completed [application form](#), and 3-5 professional references by 5pm EST, September 6th, 2013 to: Fair Food Matters, 323 N Burdick St, Kalamazoo MI 49007